

THE STATE OF NEW HAMPSHIRE
Guardian ad Litem Board

RENEWAL, REINSTATEMENT AND RECERTIFICATION
APPLICATION CHECKLIST

***ALL RENEWAL MATERIALS SHOULD BE SUBMITTED IN THE 90-DAY PERIOD
PRIOR TO THE EXPIRATION OF CERTIFICATION***

(Include this list when submitting renewal, reinstatement and recertification applications. This is a synopsis/checklist only. Consult Chapter Gal 400 for specific requirements relative to renewals, reinstatements and recertifications)

ALL FORMS ARE LOCATED ON THE BOARD'S WEBSITE. www.nh.gov/gal

I. Name of Applicant _____

II. Application Fee:

_____ **For Renewal of Current Certification - \$75: Payable to "State of New Hampshire: GAL Board"**

_____ **For Recertification Within 90 Days of Expiration of Certification [See Gal 401.05] - \$100: Payable to "State of New Hampshire: GAL Board."**

_____ **For Recertification Following Expiration of Certification Under Suspension [See Gal 402.07 (d) (2)] - \$100: Payable to "State of New Hampshire: GAL Board."**

_____ **For Reinstatement Following Revocation or While Under Suspension [See Gal 402.08 (revocations) and Gal 402.07 (d) (1) b. (suspensions)] - \$100: Payable to "State of New Hampshire: GAL Board."**

Note: For *certification requests made more than 90 days after expiration of certification* (which do not involve a settlement or agreement with the Board, a revocation or expiration of certification while under suspension) do not use this form. Use the "Application Checklist" form [GAL Form 2].

III. _____ "Application for Renewal, Reinstatement or Recertification" form 9(with "Continuing Education" attachments Form 10A): Original + 3 Copies

_____ Signed & Dated

_____ "Continuing Education" attachments completed and attached (include both "Continuing Education Activity" form [GAL Form 10A] and, if any continuing education activity claimed is not of a type listed in Gal 403.03, the "Other Continuing Education" form [GAL Form 12])

IV. _____ "Supplemental Application for Renewal, Reinstatement or Recertification" form 11: Original + 3 Copies

_____ Signed & Dated

V. Required Supporting Materials (do not attach to application forms)

_____ A. **Criminal Records Release Form 30**

_____ Signature Notarized

- _____ B. **Check payable to “State of New Hampshire: Criminal Records”**
 _____ Signed
 _____ Correct amount (\$25 as 1/1/11, subject to change)
- _____ C. **Original Central Registry confirmation Form 6**
- _____ D. **Copy of Photo ID or other government document with photo, name and DOB**
- _____ E. **Waiver of Confidentiality Form 5**
 _____ Signed
- _____ F. If a YES answer to Part G, Section I., Question 1 of the Application for Renewal, Reinstatement or Recertification Form:
 _____ Copy of order, decision or writing, if any, setting forth the terms of disbarment, revocation, suspension, reprimand, discipline, sanction, censure, disqualification, denial or fine
 _____ Copy of subsequent order, if any, ending the action or reversing or overturning the matter on appeal.
- _____ G./H. If a YES answer to any question at Part G, Section II.-IV., numbers 2 through 10 of the Application for Renewal, Reinstatement or Recertification Form:
 _____ Copy of order, decision or writing, if any, setting forth factual findings and conclusions resulting in the fine, suspension, sanction, penalty, denial, or revocation
 _____ Copy of order, decision, or writing, if any, lifting, reversing or overturning the matter on appeal.
- _____ I./J. If applicant is requesting a new certification within 90 days after the expiration of a certification (and is not subject to a settlement or agreement; did not have his or her certification expire while under suspension and did not have his or her certification revoked):
 _____ Signed, written statement of the reasons for failing to request renewal prior to the expiration of the prior certification
- _____ K. If applicant is requesting reinstatement or recertification following a revocation, during a suspension, or after expiration of a certification that was under suspension: Written request for a hearing on reinstatement or recertification [*See Gal 402.07(suspension); Gal 402.08 (revocation)*].
- _____ L. If applicant is a formerly certified GAL whose certification expired while under a period of suspension, or whose certification has been revoked, who is now applying for reinstatement or recertification [*See Gal 402.07(d) (2) (suspensions); Gal 402.08 (revocations)*]: Written documentation of completion of the required continuing education credits [*See Gal 403.01 (c) and (d) regarding continuing education credits in this situation; See Gal 403.08 (b) (1) through (8) and (10) regarding documentation required*].
- _____ M. If applicant is requesting renewal, reinstatement or recertification following, or as part of, a settlement or agreement with the Board: Copy of the settlement or agreement [*Also consult agreement or settlement for requirements of new certification*].

- ____ N. If applicant is requesting renewal or recertification where the most recent certification ended as the result of a resignation or surrender of certification: Copy of the Board’s acceptance of the resignation or surrender pursuant to Gal 404.02.
- ____ O. If any reference or recommendation for certification of applicant as a GAL has been rescinded: Copy of the writing, if any, rescinding that recommendation.
- ____ P. If the Board has requested additional information of the applicant: The additional information requested by the Board. *[See Gal 401.03, Gal 403.08; Gal 404.01]*
- ____ Q./R. If applicant answered “YES” to Question m. of the Supplemental Application for Renewal, Reinstatement or Recertification form:
- ____ Copy of the restraining order
- ____ If the restraining order was subsequently reversed or modified, or if it was overturned on appeal: Copy of the writing reversing, modifying or overturning the restraining order.
- ____ S./T. If the applicant answered “YES” to Question n. of the Supplemental Application for Renewal, Reinstatement or Recertification form:
- ____ Copy of the writing or transcript, if any, reflecting the finding of contempt against the applicant
- ____ If the finding of contempt was reversed, modified, overturned on appeal, or lifted, a copy of the order or decision so providing.
- ____ U. **Copies of certificates of attendance at any training which is being claimed for credit.**
- ____ V. If the applicant has completed additional education at any time since submitting his or her most recent application form one of the following:
- ____ a. Copy of the applicant’s diploma certified as original by the issuing Institution, or a photocopy of the degree;
- ____ b. An official transcript of work performed by the applicant as additional education, or a photocopy of the transcript; or
- ____ c. A written statement from the institution attended certifying that the it has awarded the degree or that the applicant completed the additional education.
- [Applicants who specified additional education at Part C of the Application for Renewal, Reinstatement or Recertification form must provide this material]*
- ____ W. If, for the purposes of continuing education credit, the applicant is seeking approval of a type of activity not listed in Gal 403.03, **an original and three (3) copies** of a request for approval Form 16 containing the information specified at Gal 403.06. See also Gal 403.05.
- ____ X. If the applicant is requesting an alteration of time in which to complete continuing education, **an original and three (3) copies** of a signed, Form 17.

Send Application Materials to:
Guardian ad Litem Board
State House Annex – Room 120
25 Capital Street
Concord, NH 03301 – 6312

Questions: Consult the administrative rules of the GAL Board which can be found at www.nh.gov/gal call (603) 271-1199 or email: gal.board@nh.gov